



# The Pipeline

## Commissioner Receives Award for Excellence



*Pictured above, Lane Kemp (left) and Dietra Paris, DCBS Commissioner, with plaque for Group Honor Award of Excellence.*

Recently, Dietra Paris, DCBS Commissioner, received a Group Honor Award for Excellence. The plaque, presented by the United States Department of Agriculture and signed by the Secretary of Agriculture, reads, "For outstanding leadership toward ending hunger in America by obtaining specific, written, public, proclamations from top State officials to reduce hunger in their states, through strategic partnerships with the Department of Agriculture."

On Dec. 28 19 99, a proclamation was signed by Gov. Patton, Virgil L. Conrad, Regional Administrator. Food and Nutrition Service (FNS) Southeast Region; Dietra Paris; Rice Leach, Commissioner of the Cabinet for Health Services; Billy Ray Smith, Commissioner Department of Agriculture and Wilmer S. Cody, Commissioner, Department of Education. These leaders pledged to work collaboratively to develop a statewide Food Security Action Plan to seek food security for all residents of our State.

The first meeting to stimulate a joint commitment between State and local agencies, program providers, service organizations, public officials, anti-hunger coalitions, concerned citizens and program participants to seek

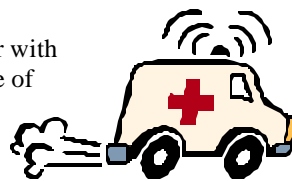
creative solutions to the unmet food security needs within communities was held October 23, 2000. This varied group formed the Kentucky Food Security and Nutrition Partnership.

After numerous meetings and much hard work, phase one of Kentucky's Five-year Strategic Plan To End Hunger and Improve Nutrition was submitted for FNS approval on 112800. By working together, members of the Kentucky Food Security and Nutrition Partnership want to ensure that all Kentuckians have access to sufficient, nutritious and safe food to enjoy an active and healthy life. Their commitment and innovative ideas were recognized and acknowledged by the receipt of this plaque.

Efforts have not ended with the completion of the Strategic Plan. A Campaign to End Hunger is scheduled to be held Nov. 7 and 8, 2001, at the Catherine Spalding Conference Center in Nazareth, KY. This two-day meeting with representatives from every region of Kentucky is committed to the creation of a collaborative partnership to end hunger.

## Sick Leave Needs

Donna Carter with CFC's Office of Program Support General



Accounting Section is in need of donated sick leave. She is off work due to surgery. To donate leave time, contact CeCe Long at 564-7463.

Maurica Ellis, OPE, is in need of donated sick leave. She is off work because of complications with her liver. To donate leave time, contact Gloria Calhoun at 564-5402.

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## Inside this Issue:

**Commissioner Receives Award for Excellence**

**Sick Leave Needs**

**Visitors Learned About CFS at Fair's Final Weekend**

**Don't Let the Lights Go Out in Kentucky: Recycle, Recycle, Recycle**

**State Offices Closed**

**Keeping You Informed: Filing A Sexual Harassment Complaint**

**New Policy Affects State Worker Victims and Perpetrators**



## Visitors Learned About CFS at Fair's Final Weekend



Two kids color their "My family matters!" pennants.

By Anya Armes Weber, CFC Communications

You couldn't miss the Kentucky Cabinet for Families and Children's exhibit at the Kentucky State Fair. It was in the middle of the South Wing on Main Street Kentucky. Our office and client's home looked fairly typical, except for the hundreds of colorful links making the chain that decorated the display. Fair staff invited every child that visited to write his or her first name on a link to add to the chain.

When kids finished the tour of the exhibit, they could take a shot at our basketball goal. When they scored, the wall behind the goal lit up to remind visitors of Kentucky's best three-point play: safe, secure and healthy kids. Children could take time out on the patio furniture to color their own pennant that exclaimed "My family matters!"

Adults weren't left out of the fun, though. They could take a quiz about the display's elements, like Comprehensive Family Services and programs the cabinet administers. When they turned in the quiz, they earned a goodie bag and a chance to win one of six prizes incorporated into the display: a basketball, a picnic basket, a food basket, a child carrier, a rocking chair and patio furniture, complete with umbrella, the symbol of CFS.



Cheryl Dooley from the Office of the General Counsel greets visitors to the Cabinet for Families and Children's "office" at the State Fair.

## Don't Let the Lights Go Out in Kentucky



If you know of a way each of us can cut down on the energy we use at work, please send a description to [patricia.boler@mail.state.ky.us](mailto:patricia.boler@mail.state.ky.us)

## Recycle, Recycle, Recycle

The following lists were compiled using information provided by Chris Kellogg, Communications Director with the Finance and Administration Cabinet.

May of us may be missing the chance to recycle every day. As you walk down the hall near your office, keep your eyes open for the recycling receptacles available to you.

### White barrels near copy machines



These barrels are for recycling white office paper. Any of the following items may be placed in white barrels: white bond paper, xerographic paper, tab cards, white computer punch cards, white computer printouts, stapled documents, work-a-day calendar pads, ruled binder paper, white note paper, white paper with colored ink, and fax paper.

Individuals may also use a desk-top box for convenient collection. These boxes may be periodically emptied into the appropriate barrels for pick-up.

### Yellow barrels near copy machines



These barrels are used for recycling newspapers. This does not include phone books, magazines and TV Guides.

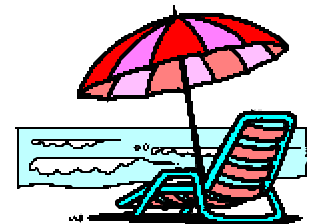
### Grey barrels near copy machines



These barrels are used to collect mixed paper. This includes: all colored paper, white envelopes, taped paper, padded paper, glue-bound documents, manila folders and file stock, adding machine tape, colored tab cards, magazines and slick or glossy paper.

If no receptacle is available for mixed paper, place materials in a box marked "mixed paper" and the Natural Resources/Environmental Protection Cabinet will collect it.

The following items should *not* be placed in any of the recycling barrels: waxed paper, onion skin paper, plastic cups, plates or utensils, Styrofoam, peel-and-stick labels, Post-It notes, accordion file folders, carbon paper or express mail envelopes.



**State Offices will be closed on Monday, Sept. 3 to observe Labor Day. Have a safe and happy break!**

## Keeping You Informed: Filing A Sexual Harassment Complaint

In last week's Pipeline, Kim Moore and Teresa Suter provided you with CFC's Sexual Harassment Statement. The following information will bring you up to date with the procedures for filing a sexual harassment complaint.

### Complaint Procedure

Any employee who believes he/she has been subjected to sexual harassment in the workplace has the responsibility to complain about the harassment as soon as possible. The Cabinet supports everyone in their right to freely express displeasure with any action or condition that may be construed as discriminatory, derogatory or harassing.

The complaint should first be made with the employee's immediate supervisor. If the harassment involves the immediate supervisor, the complaint should be filed with the immediate supervisor's supervisor. If the complainant is not comfortable with filing the complaint with this individual, the complaint may be filed at the next level of supervision or with the department/office Personnel Administrator or EEO Coordinator or with the Cabinet EEO Coordinator. A complainant may also contact anyone in or outside of state government to assist them in filing a complaint.

The official to whom the complaint is reported shall immediately notify the Executive Director of the Office of Human Resource Management or his/her designee of the complaint. The Office of Human Resource Management shall consult with the Office of the General Counsel concerning the complaint. At this point, the Office of Human Resource Management shall initiate the investigation and notify the office head or the Commissioner of the employees involved in the specific allegations. In the case of the Department for Community Based Services, the Office of Human Resource Management shall also notify the Service Region Administrator of the

employees involved in the specific allegations. During the investigation, all information gathered shall be held strictly confidential. It should be understood by the complainant that all officials have the responsibility to investigate and resolve complaints of sexual harassment brought to their attention whether or not the complainant continues to cooperate.

The resolution shall be made as quickly as possible, but in no event shall the determination take more than thirty (30) days from the date the complaint is filed unless such delay is agreed to by the complainant. Any such agreement should specify the exact length of additional time agreed upon. The complainant and the alleged perpetrator shall then be notified in writing both that additional time has been granted to complete the investigation and the new date for its completion. The complainant, the office head or commissioner, and in the case of the Department for Community Based Services, the Service Region Administrator as well as the commissioner of the employees involved, shall be promptly notified in writing of the results of the investigation, including specific allegations, if any, which are substantiated.

If dissatisfied with either the investigation or the determination of whether or not the complaint was substantiated, the complainant may make a written request for review within ten (10) days of the notification of the results of the investigation to the Executive Director of the Office of Human Resource Management or his/her designee. It may be determined that further investigation is warranted.

The Executive Director of the Office of Human Resource Management or his/her designee in conjunction with the commissioner or office head of the agency charged with the complaint, shall resolve the complaint within thirty (30) days of receipt of the written request for review.

If the complainant chooses, he/she may make a sexual harassment complaint by

using the formal procedures set out by the Grievance Regulation 101 KAR 1:375 or under the State Affirmative Action Plan, KRS 18A.138, or by pursuing redress through outside enforcement agencies and completely bypass the internal complaint process.



*Gov. Patton speaks to constitutional officers and cabinet heads.*

## New Policy Affects State Worker Victims and Perpetrators

*By Lisa Wallace, CFC Communications*

Gov. Paul Patton and First Lady Judi Patton were joined by state constitutional officers and cabinet heads Aug. 24 to announce an executive order aimed at making state government more responsive and sensitive to employee victims of domestic violence and abuse. The executive order also outlines a zero tolerance policy against state employees using state resources in the commission of acts of domestic violence, harassment and other crimes against persons.

In announcing the executive order, Mrs. Patton said 30 percent of all women who die on the job are victims of homicide, a rate three times higher than that for men. In addition, she said domestic violence crimes cost America more than \$5 billion per year in medical expenditures, employee turnover and lost productivity. Up to 96 percent of employed victims have experienced some type of work-related problem due to domestic violence, according to sources cited by Mrs. Patton.



Kentucky's new policy on domestic violence in state government includes training supervisors to recognize signs of victimization or perpetration of domestic violence among employees and respond appropriately.

Gov. Patton said state government has a responsibility to ensure the safety and promote the health and general welfare of its employees and to set an example for employers by responding proactively to the known impact of domestic violence and abuse in the workplace.

"The Commonwealth of Kentucky is committed to a workplace in which domestic violence and sexual assault are neither tolerated nor excused," he said. "Any employee who misuses state resources to perpetrate domestic violence or sexual assault in any form including physical assault, rape, stalking and threats to harm at or from the workplace will be subject to disciplinary action up to and including dismissal,"

Gov. Patton said the executive order enacting the domestic violence and abuse policy for state government work sites is, in part, a response to a recent Personnel Cabinet survey of state government managers which revealed only 9 percent of state agencies maintain a written policy addressing violence in the workplace; yet, 17 percent of respondents indicated the presence of some type of violence among employees. As many as 65 percent of those surveyed indicated a need for prevention and management strategies to address violence in the workplace.

Gov. Patton said while the policy helps protect state workers from domestic violence in the workplace, it also lends further protection to state government against liability for harm to other employees resulting from decisions to hire or retain employees who pose such risks. The policy recommends background screening and other measures to help identify prospective employees with histories of domestic violence and related indicators of potential risk to coworkers.

In a move to enhance victim support, the policy advocates extending special accommodations and assistance as needed to state employee victims of domestic violence and abuse. Mrs. Patton said because victims may have performance problems such as chronic absenteeism and inability to concentrate, the new policy directs supervisors to collaborate with the employee and an Employee Assistance Program representative to allow reasonable time off and make assistance available to the employee in order to remedy performance issues.

"Kentucky will maximize use of prevention and intervention strategies to prevent or minimize the occurrence and devastating effects of these crimes," she said.

A handbook to be distributed among state government supervisors contains guidelines for implementing the zero tolerance policy toward domestic violence in the workplace and fostering sensitivity to state workers victimized by these crimes.

Awareness of potential domestic violence indicators facilitates rapid response and minimizes workplace impact, according to the handbook, which lists the following for supervisors to consider when employee victimization is suspected:

- Is the employee bruised or injured?
- Is the employee uncharacteristically absent or late without explanation?
- Is there a change in work performance?
- Is the employee uncharacteristically depressed, anxious or distracted?
- Is the employee refusing to take phone calls or receiving an increased volume of calls?
- Is the employee staying inside the office and hesitant to go out for lunch or for other duties?
- Has the employee had unanticipated or disruptive visitors at work?
- Has the employee been the victim of threats or vandalism at work?

The handbook also outlines measures supervisors may take to provide safety for victims, such as:

- Cultivate an environment of trust and acceptance that encourages employees to discuss victimization issues in order to tailor a plan that meets the unique needs of each employee.
- Relocate the employee's workstation.
- Change the employee's work schedule or phone number.
- Provide receptionists and security personnel with photographs and descriptions of alleged offenders, at the victim's request. If a crisis occurs, this information will be vital to potential law enforcement intervention.
- Discuss with the employee the possibility of a leave of absence if threats escalate and become acute.
- Provide escort or observation for victims entering or leaving the workplace. Employers may also need to evaluate parking access and illumination.
- Allow the employee to use leave time for court appearances and to access resources such as shelter or outreach services.
- Limit employee information disclosed by phone or e-mail. Any information given related to the location of an employee may increase the level of risk.
- Encourage victims to provide copies of any civil order of protection that includes provisions related to the workplace.

The handbook also includes recommendations to help victimized employees enhance their own safety and appropriate responses to risks posed by offending employees.



*Mrs. Patton speaks of prevention and intervention strategies to prevent or minimize the occurrence and devastating effects of domestic violence crimes.*